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LOWER CAPE MAY REGIONAL

BOARD OF EDUCATION

and

LOWER CAPE MAY REGIONAL

SECRETARIAL STAFF

X 1974-1977

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Institute of Management and  
Labor Relations

OCT 29 1981

RUTGERS UNIVERSITY

## PREAMBLE

This Agreement entered into this 27th day of June, 1974, by and between the Board of Education of Lower Cape May Regional School District, Cape May, New Jersey, hereinafter called the "Board", and Lower Cape May Regional Secretarial Staff, hereinafter called the "Secretarial Staff".

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

### APPROVED HOLIDAYS

Between the beginning and closing of the school year the holidays for the office staff will follow the school calendar.

Any of these are to be considered regular work days if it should become necessary (due to excessive closings caused by inclement weather) to conduct classes for pupils.

In addition, the office staff shall be excused from work on such days that weather conditions necessitate closing of school for students.

## INSURANCE PROTECTION

Secretarial Staff shall be eligible for insurance coverage similar to that offered in the teachers contract if so desired.

## SICK LEAVE POLICY

Sick leave shall be based on one day per full month of employment.

## VACATION LEAVE POLICY

After full employment of one year staff members shall be entitled to vacation leave totaling two (2) calendar weeks, after five years employment vacation leave will increase to three (3) calendar weeks.

All 12 month employees (completing a full fiscal year) shall be entitled to vacation pay even though their services terminate at the close of the fiscal period. This policy is based on the premise that the employee has earned this benefit by employment during the preceding fiscal year.

Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.

When absence from the job is prolonged ( over and beyond the approved accumulated sick leave ) then vacation leave shall be based on the ratio of total time on the job during the fiscal year.

## PERSONAL LEAVE POLICY

All 12 month employees shall be entitled to three days each year to use for personal emergencies. Further, they shall have five days granted for death in the immediate family as in the teachers contract, including grandson and granddaughter.

### GENERAL

#### A. Office Hours

Summer	8:00 a. m. - 2:00 p. m.
School Calendar	8:00 a. m. - 4:00 p. m. (45 min. Lunch)

#### B. Tenure

Tenure shall be acquired by all office personnel after satisfactory employment for a period of three consecutive calendar years in accordance with state statutes.

#### C. Vacation

Vacations are to be arranged that complete office continuity is maintained. The Superintendent will first approve the dates before they become effective.

#### D. Separation

If separation, regardless of cause, occurs before the close of the fiscal year (June 30) an employee forfeits all rights under this policy.

#### E. Break Periods

A 10 minute break period will be provided to personnel for personal needs during both morning and afternoon. This will provide an opportunity for smoking in approved designated areas.

#### F. New Employees

Salary step placement for new personnel will be at the discretion of the Superintendent, based upon Secretarial experience.



## DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1974 and shall continue in effect until June 30, 1977, subject to the Secretarial Staff's right to negotiate a successor Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed and attested by their respective representatives and their signatures to be placed hereon, all on the day and year written above.

LOWER CAPE MAY REGIONAL  
SECRETARIAL STAFF.

Shirley L. Rutherford  
Representative  
Emily J. Baud  
Representative

LOWER CAPE MAY REGIONAL  
BOARD OF EDUCATION

John L. Thompson  
President  
Jane L. Washington  
Secretary

June 27, 1974